

## **To download the Excel file using Netscape Navigator:**

1. LEFT-CLICK on the Excel Template link for your division.
2. When the download option window appears, select "Save this file to Disk" and save the file to your local drive.
3. Once the file is saved, close Netscape Navigator and open the file using Excel- see the below section on Using Microsoft Excel.

## **Using Microsoft Excel:**

Security Level for Macros: The security level for macros must be set to Medium or Low. If the security level is set to High you will NOT receive the message box prompting you to disable the macros or to enable the macros and not be able to operate the template correctly. To check your security level open Excel and from the main toolbar click on "Tools". From "Tools" click on "Macro" and from "Macro" click on "Security...". In the "Security" window click on the 'Security Level' tab and select MEDIUM as your security level. You may now open the Excel template.

Enable Macros: Once you have downloaded and opened the Excel template using Netscape or Internet Explorer from the instructions noted above, a message box will appear warning you that the file contains macros. The message box will prompt you to disable the macros or to enable the macros.

**\* Note: in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.**

*\* NOTE: If when you open the Excel template and you do not receive a message box prompting you to disable the*

macros or to enable the macros your security setting is too high. You must close the Excel template, re-open Excel and follow the directions above to set the Security Level for Macros.